



## King County

### ADMINISTRATIVE SPECIALIST II DEPARTMENT OF EXECUTIVE SERVICES FACILITIES MANAGEMENT DIVISION

Hourly Rate Range \$15.04 - \$19.07

Job Announcement No.: 03GA3488

OPEN: 12/15/03 CLOSE: 12/22/03 (Re-opened)

**WHO MAY APPLY:** There are currently two (2) positions available. The positions are open to all qualified employees on the County payroll who fall within the following categories: career service employees who are members of the Teamsters Local 117 Administrative Support Employees bargaining unit, all other career service employees, Executive Branch regular exempt employees, current probationary employees who achieved career service status in a previous position, and temporary employees. Bargaining unit members will receive first consideration.

**WHERE TO APPLY:** Required forms and materials **must** be sent to: **Recruitment Officer, Facilities Management Division, 500 4<sup>th</sup> Ave, Room 800, Seattle, WA 98104**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Gary Atchison at (206) 296-0564 for further inquiries. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** [A King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** King County Administration Building, 500 - 4<sup>th</sup> Avenue, Room 206, Seattle, WA 98104. Other work locations may include other Facilities Management Division locations throughout King County.

**WORK SCHEDULE:** This position is overtime eligible. The workweek is normally 40 hours, Monday through Friday.

**PRIMARY JOB DUTIES INCLUDE:** Processes King County employee ID/Bus Pass requests, makes entries in a secure confidential data base, provides information to the public and county employees at the King County Courthouse Information Desk, processes employee access requests and assigns access levels for buildings in the King County Courthouse Complex and outlying buildings. Work is performed under general supervision requiring a moderate degree of independent judgment.

Duties include:

- Handling and coordinating emergency and non-emergency building and garage access requests.
- Processes and inputs data for employee access requests in computer operated access control systems and performs access audits.
- Processes employee ID/Bus Pass requests that require data input, taking digital ID photos, printing ID/Bus Passes or ID cards and maintaining the ID/Bus Pass filing system.
- Supports the employee recycling program, which includes ordering equipment and supplies, coordinating service requests, trouble-shoots recycling pick-up problems, and assists in bringing new sites into the program.
- Prepares a variety of logs and reports including ID/Bus Pass logs, access control audits, access requests, card audits and recycling requests/complaints.
- Maintains and updates a customized personal computer database of County, State, and Federal services for use at the Courthouse Information Desk and trains other employees in its use.

- Provides backfill for the Courthouse Information Desk when the assigned employee is on break or leave.
- Responsible for maintaining lost and found property from buildings in the King County Courthouse Complex.

**QUALIFICATIONS:**

- A high school diploma (or GED) and two years of full time office experience preferably working directly with the public. Additional experience may be substituted for education.
- Demonstrated experience in the use of a variety of Windows-based computer programs such as MS Word, Excel, Exchange or Outlook and non-Windows based imaging and access control software programs.
- Ability to work in a team environment and to operate a wide variety of office equipment including computer operated digital photo equipment and dye sublimation process ID card printers.
- Demonstrated problem solving skills and experience in handling critical, time-sensitive, and emergency situations.
- Demonstrated knowledge of office practices, procedures, and functions.
- Demonstrated ability to communicate effectively with a wide range of people both orally and in writing.
- Demonstrated experience with computer operated access control programs, computer operated ID imaging systems and building security is required.

**NECESSARY SPECIAL REQUIREMENTS:** At the time of appointment the selected candidate must possess a valid Washington State driver's license or have the ability to travel throughout King County in a timely manner. Applicants who possess the most competitive background will undergo a thorough background investigation, and the selected candidate must pass a pre-employment physical examination.

**UNION MEMBERSHIP:** Positions in this classification are represented by Teamsters, Local 117 – Administrative Support Employees Bargaining Unit

**CLASS CODE: 8387- SEQUENCE NUMBERS: 60-8387-0070, 0406**